

Region 4 Workforce Board
America's Promise Grant (APG) Needs Related Payment Policy

Background:

Needs related payments are a supportive service which may only be provided to individuals who are participating in education and training activities provided through this grant when:

- (a) Such services are necessary to enable individuals to participate in employment and training activities under APG training services; and
- (b) Unable to obtain supportive services through other programs providing such services.

References: APG FOA ETS 16-12

Purpose:

To ensure the appropriate use of Needs Related Payments (NRP) as an allowable supportive service for APG program customers.

Needs-related payments provide financial assistance to customers for the purpose of enabling them to participate in training under the America's Promise Grant. Unlike other supportive services, in order to qualify for needs-related payments a customer must be enrolled in training.

What are the eligibility requirements for customers to receive needs-related payments?

- A. Be unemployed
- B. May be eligible if underemployed, **but this category requires Project Manager review and approval.**
- C. Be enrolled in a program of training services under APG.

If these eligibility requirements are met, individuals may be awarded needs related payments from APG funding prior to the start date of training classes for the purpose of enabling them to participate in program of employment and training services that begin within thirty (30) calendar days. At that point or sooner, as appropriate, all customers must be enrolled in *Training Services*.

How is the level of needs-related payments determined?

Supportive services and NRPs are not automatic and should be provided only when it is determined that ongoing resources and income from all other sources (including any unemployment benefits) are insufficient to support customers in training.

- (a) The payment level for customers must be established by the Local WDB. **The level of needs-related payments made to customers as determined by the local WDB will be \$45 per day while in training.** (The Board reflected upon the Economically Disadvantaged Criteria in determining this amount. Region 4's economically disadvantaged criteria for a family of 1 is \$11,880 annually*).

The attached Worksheets (attachments A&B) will be used in documenting need. Weekly payment levels must be adjusted to reflect changes in total family income. Limits may be placed on NRPs subject to availability of funds. The minimum NPR will be \$25 per week.

Administration and Oversight

- Verification of enrollment/registration, participation, and completion of training classes (confirmation from training office or course instructor) will be maintained in each customer file. A copy of class schedule will be maintained in each customer files and will be used documentation. Monthly verifications of attendance and training progress will be reviewed.
- Each customer determined eligible and receiving Needs Related Payments (NRPs) will have signed a copy of to his/her understanding of the requirements and instruction.
- All eligibility will be documented and maintained in the customer file.

Responsible Party:

APG Project Manager and staff responsible for the APG program must verify and document eligibility for Needs-Related Payments for program customers.

Notes :

- Economically Disadvantaged Criteria **amounts are updated annually** and the NPS adult level may be updated annually to reflect any changes.

Effective date: July 2018

Attachment A – Needs Related Payment Support Analysis Form

1. Are you unemployed or have you received notification of layoff?
D Yes D No
2. Do you currently qualify for Unemployment Insurance benefits?
D Yes D No
3. Do you currently qualify for additional state or extended Unemployment Insurance benefits (e.g., Training Benefits)?
D Yes D No
4. Do you currently qualify for Trade Readjustment Allowances (TRA)?
D Yes D No
5. Are you receiving any other federal or state income support? *Examples: TANF, Training Completion Aid?*
D Yes D No
6. Do you need income support beyond these other resources in order to participate in training full-time?
D Yes D No

Needs Related Payments (NRP) are not intended to provide the entire amount of income support you need to complete your training. If you are awarded an NRP, it will be based on this support analysis and budget you provide. These payments are made to help you while making satisfactory progress while attending training.

All answers and statements are true and complete to the best of my knowledge. I understand that providing untruthful or misleading answers are cause for denial of NRPs. Any overpayments or fraud based on my false or misleading answers could result in my repayment of any NRPs provided.

Signature: _____ **Date:** _____

Attachment B - Resource Worksheet

Monthly Income		Monthly Expenses	
Personal Income		Rent/Mortgage	
Spouse/Partner Income		Electricity	
Other Family Members		Heating	
Child Support		Water/Trash/Sewage	
Social Security		Telephone	
Unemployment benefits		Internet	
Public Asst: WIC, TANF,		Mo. Auto payment	
Food Stamps		Med Ins	
TRA pymts		Med Out of pocket	
Other:		Monthly Credit Card	
		Mo. Loans	
		Food	
		Clothing	
		Fuel	
		Childcare	
		Public Transp	
		Other	
Total Monthly Income	\$ -	Total Monthly Expenses	\$ -
Total Weekly Income	\$ -	Total Weekly Expenses	\$ -
Weekly Balance/(Deficit)	\$ -		
Weekly Training Expenses	\$ 225.00		
Weekly Needs Related Pymt*	\$ 225.00	If this line is a negative amt. or less than \$25 need - No NRP allowed	
NRP Daily rate	\$ 45.00		
*Maximum NRP is \$225 per week			